

## Provider Information Management

### Getting Started

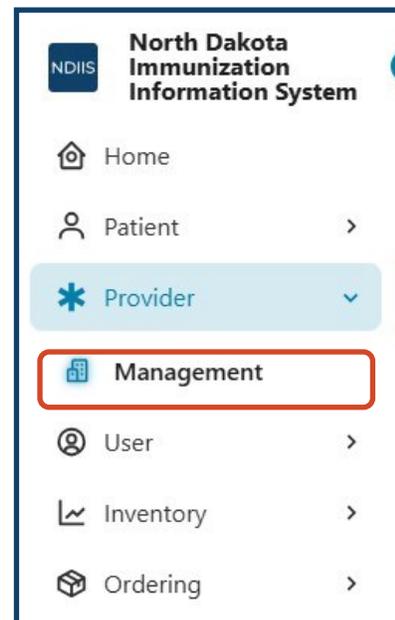
All NDIIS users are able to view their provider site details through the NDIIS Provider Management function. Some information can also be updated by users with Standard or Provider Admin level access. Users can view information for any provider site in the NDIIS but can only edit information for provider sites they have access to.

### Provider Management

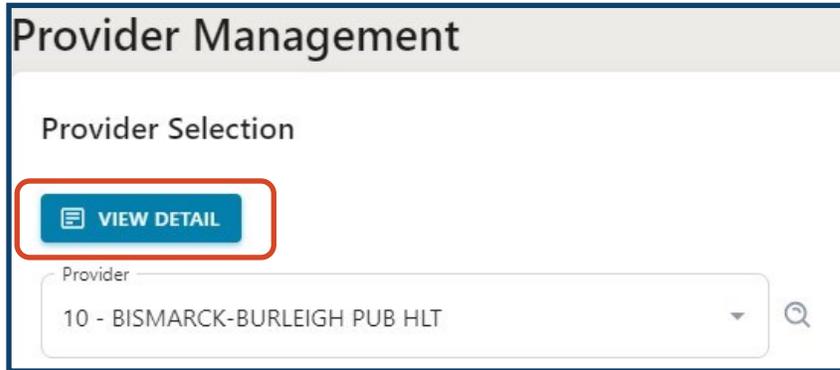
- 1.) Login to the NDIIS
- 2.) Select the active provider site you wish to manage from the drop down if one is not auto-populated upon logging in.
- 3.) In the Main Menu, click **Provider** to show available functions.
- 4.) Click **Management** to view the Provider Management module.



A screenshot of a dropdown menu labeled "Active Provider". The selected option is "9990 - TEST". There is a search icon to the right of the dropdown.



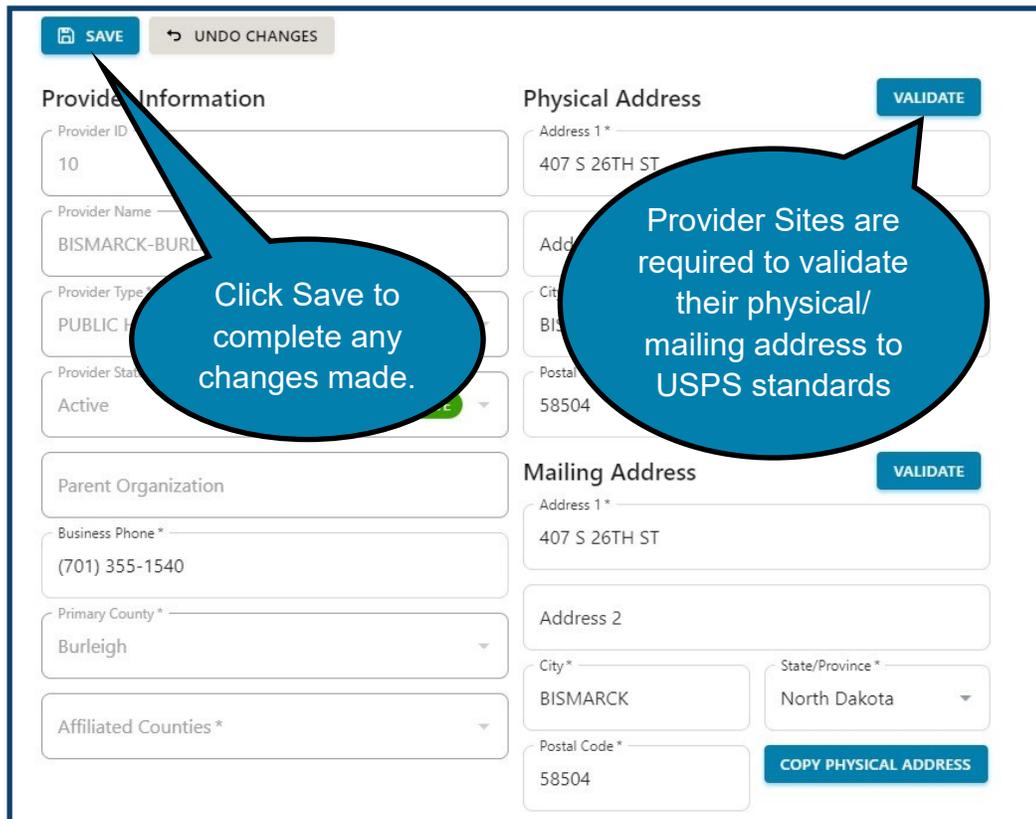
- 5.) Select the provider site you wish to view if more than one is assigned to your user account.
- 6.) Click **View Detail** to open the provider site details.



7.) Users are able to change/modify the following details for their provider site:

- ⇒ Physical address
- ⇒ Mailing Address
- ⇒ Business Phone number

*Greyed out data fields cannot be changed by users. Please contact the NDIIS team for assistance if changes are needed.*



## Enrollments

The Web Access and Interoperable sections of the Provider details are view only for all users. Only the **Public Vaccine Program Enrollment** information can be changed by a provider user.

**Web Access**

Provider Agreement Current

Provider Agreement Date \* 09/26/2024

| Provider Administrator            | Authorized Representative          |
|-----------------------------------|------------------------------------|
| First Name *<br>ANGIE             | First Name *<br>THERESA            |
| Last Name *<br>SEIDEL             | Last Name *<br>SCHMIDT             |
| Email *<br>aseidel@bismarcknd.gov | Email *<br>tschmidt@bismarcknd.gov |
| Phone *<br>(701) 355-1559         | Phone *<br>(701) 355-1578          |
| Extension                         | Extension                          |

### Web Access

Information in this part of the Provider record and can only be entered or updated by submitting a **Provider Site Agreement** to the NDIIS team.

The agreement can be found on the NDIIS website (linked [here](#)) or by clicking the link from the NDIIS Help menu.

**Interoperable**

Facilities

| EHR CODE  | FACILITY CODE |
|-----------|---------------|
| PREPMOD   | 00010         |
| CHAMP0001 | 00010         |
| ORAS      | 00010         |

Rows per page: 10 1-3 of 3

### Interoperable

Provider sites whose electronic health record (EHR) system is connected to the NDIIS are able to view the facility mapping details that are used to send immunization information through that interface. This information is managed by the NDIIS Manager and NDIIS development team.

## Public Vaccine Program Enrollment

If a provider site is enrolled in the Vaccine for Children (VFC) and/or Vaccines for Adults (VFA) program, users can view and update some of their site's information. Information that can be updated by a provider user includes:

- ⇒ Program Primary Contact
- ⇒ Program Backup Contact
- ⇒ Vaccine Delivery Address
- ⇒ Business Hours

1.) To update this information, click the **Edit** button at the top of the module

The screenshot shows the 'Public Vaccine Program Enrollment' form. At the top right, there is a blue 'EDIT' button highlighted with a red box and a blue arrow pointing to it. The form contains several sections: 'Original Program Enrollment Date' (08/02/2007), 'Current Program Enrollment Date' (03/08/2024), 'Shipping Instructions' (deliver to front office desk), and toggle switches for 'VFA' and 'VFC'. Below these are 'Program Primary Contact' and 'Program Backup Contact' sections, each with fields for First Name, Last Name, Email, Phone, and Fax. The 'Program Primary Contact' fields contain: First Name: Angie, Last Name: Seidel, Email: aseidel@bismarcknd.gov, Phone: (701) 355-1547, Extension, Fax: (701) 221-6883. The 'Program Backup Contact' fields contain: First Name: Nicole, Last Name: Kinnischtzke, Email: nKinnischtzke@bismarcknd.gov, Phone: (701) 355-1548, Extension, Fax: (701) 221-6883. There is a 'Temperature Logs' section with a table showing 'SUBMITTED DATE' and 'LOGGING PERIOD'. The table is currently empty, displaying 'No rows'. Below the table is a 'Vaccine Program Delivery Address' section with fields for Address 1 (407 S 26th Street), Address 2, City (Bismarck), State/Province (North Da...), and Postal Code (58504). At the bottom, there is a section for 'Business Hours' with toggle switches for 'Office Open' and 'From - To' times for each day of the week (Monday through Sunday).

Users are able to view their site's Temperature Log history.

- 2.) If changes are being made for the first time, the delivery address must be validated.
- 3.) Once changes are completed, click **Save**.
- 4.) Click **Back to Provider Details**.

*Provider Vaccine Program Enrollment information is also reviewed and can be updated when placing a new public vaccine order in the NDIIS.*

*Original Enrollment Date, Current Enrollment Date, and Temperature Logs can only be changed by NDDHHS staff.*

The screenshot shows a web form for "Enable Public Vaccine Program Enrollment". At the top left, there are two buttons: "SAVE" (highlighted with a red box) and "UNDO CHANGES". A blue arrow points from the right towards the "SAVE" button. The form is divided into several sections:

- Program Primary Contact:** Fields for First Name (Angie), Last Name (Seidel), Email (aseidel@bismarcknd.gov), Phone ((701) 355-1547), and Fax ((701) 221-6883).
- Program Backup Contact:** Fields for First Name (Nicole), Last Name (Kinnischtzke), Email (nKinnischtzke@bismarcknd.gov), Phone ((701) 355-1548), and Fax ((701) 221-6883).
- Enrollment Dates:** Original Program Enrollment Date (08/02/2007) and Current Program Enrollment Date (03/08/2024).
- Shipping Instructions:** A text field containing "deliver to front office desk".
- Temperature Logs:** A table with columns "SUBMITTED DATE" and "LOGGING PERIOD". The table is currently empty, showing "No rows".
- Vaccine Program Delivery Address:** Fields for Address 1 (407 S 26th Stree), Address 2, City (Bismarck), and Postal Code (58504). A "VALIDATE" button is located to the right of this section. A blue callout bubble points to this button with the text "Users are required to validate the delivery address to USPS standards".
- Delivery Hours:** A table with columns for the day of the week, "Office Open" status, and "From - To" time range.
 

| Day       | Office Open                         | From - To           |
|-----------|-------------------------------------|---------------------|
| Monday    | <input checked="" type="checkbox"/> | 08:00 AM – 05:00 PM |
| Tuesday   | <input checked="" type="checkbox"/> | 08:00 AM – 05:00 PM |
| Wednesday | <input checked="" type="checkbox"/> | 08:00 AM – 05:00 PM |
| Thursday  | <input checked="" type="checkbox"/> | 08:00 AM – 05:00 PM |
| Friday    | <input checked="" type="checkbox"/> | 08:00 AM – 05:00 PM |
| Saturday  | <input type="checkbox"/>            | From - To           |
| Sunday    | <input type="checkbox"/>            | From - To           |